

[? Help](#)

Job details

Job 1 of 1

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Interested individuals should submit their resume, master timecard for the past two (2) year, and the last two (2) performance evaluations for review and consideration to:

Cheryl Peterson
 MHSA Implementation and Outcomes Division
 Fax: (213) 351-2762
 Email directly to: cpeterson@dmh.lacounty.gov

Requirements Interested individuals who currently hold the payroll title of **Secretary III** are encouraged to apply.

Desirable Qualifications

- Excellent interpersonal skills.
- Strong ability to problem solve.
- Effective communication skills, both verbally and in writing.
- Flexibility and the ability to prioritize and to adjust priorities as needed.
- Strong organizational skills.
- Knowledge, expertise, and experience in working with Microsoft Office (Including Word, Excel, PowerPoint and Publisher and Outlook).
- Ability to multi-task throughout the day and to work with interruptions.

Duties

- Answer telephones and provide assistance to callers by furnishing the information requested and referring callers to the appropriate resources.
- Welcome visitors to the Division and address concerns raised through the MHSA Issue Resolution Process.
- Schedule appointments and meetings and maintain District Chief's calendar.
- Distribute MHSA-related information, meeting announcements and agendas.
- Arrange conference room reservations for meetings.
- Document and track incoming and outgoing correspondence.
- Review material being submitted for management's approval to ensure all relevant data, files and signatures are in the appropriate format.
- Reply to correspondence and prepare or edit interoffice memorandums, letters, and agendas.
- Organizes and maintains management files.

- Act as intermediary between District Chief and staff, transmitting messages, and requests, both written and verbal.
- Make arrangements for management to attend conferences and workshops.

Vacancy Information

The MHSA Implementation and Outcomes Division is seeking a highly motivated, and experienced individual to fill the position of Secretary III. This individual will provide management and secretarial support to the District Chief, Program Head and team. The MHSA Implementation and Outcomes Division is charged with overseeing MHSA planning, implementation, reporting as well as leading the development, training and ongoing usage of MHSA outcome reports.

Available Shift

Any

Contact Name

Cheryl Peterson

Contact Phone

(213)251-6827

Contact Email

cpeterson@dmh.lacounty.gov

Job Field

Administration

Job Type

Administrative Support

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